

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 16, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, DON CARMICHAEL, TIM NIXON, VICKY VAN VONDEREN and TERRY WATERMOLEN

**EXCUSED:** CARLA BUBOLTZ, BOB NIELSEN, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda Motion** by D. Carmichael, seconded by T. Nixon, to approve the agenda. **Motion carried.**

**b. Approval of minutes Motion** by T. Nixon, seconded by T. Watermolen, to approve the December, 2013 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

No one was present to address the Board.

### **REPORT FROM MUSEUM-LIBRARY TASKFORCE**

The report was turned into the County Executive who gave it to the County Board. Simply stated, the task force concluded that, in practice, the co-location doesn't work. They believe that the facility needs of the library ought to be promptly addressed.

### **STRATEGIC PLAN**

#### **a. Bookmobile future**

A secondary report on the Bookmobile was presented to the board. It did not include a recommendation but rather an analysis of circulation statistics, stops including types and frequency, and a list of repairs and related costs. A physical assessment by a reputable company was recommended. Suggestions for prolonging the life of the Bookmobile varied but included utilizing it for selected special events and reducing service/stop frequency to day care and senior centers – essentially running it on a limited schedule. The Board agreed to allocate this asset for the best possible use since the Bookmobile is over 20 years old and past its life-expectancy. A new bookmobile would cost approximately \$300,000.

Discussion took place regarding the redesign of the library's outreach services to involve new, creative ways to serve audiences that cannot travel to a branch library location. Part of the discussion included suggestions on how to serve, or even better serve, many of those audiences. Services could include the use of deposit collections (the library has some in nursing homes now) in other senior housing, and potentially in day cares and other recreational units. Homebound delivery could also be expanded to serve senior housing units. Bookmobile staff could be used to present story times and other outreach programs. The Bookmobile would fulfill its current schedule but after that, and on a more limited basis, would participate in special events and some distant community stops. Since its mechanical failure is inevitable, C. Beyler is contacting a couple companies that could conduct an assessment of the Bookmobile's mechanical condition to gain a better idea of repairs needed and actual life expectancy. The Bookmobile Driver would transition to an Outreach Coordinator.

**Motion** by T. Nixon, seconded by V. VanVonderen, to use the library's Bookmobile resource in the best and most efficient manner until June 5; establish its current condition based on a mechanical assessment; and determine a plan that redesigns and improves the library's outreach services to adjust for new conditions in the county. Furthermore, the Library Board intends to phase out the Bookmobile at the end of the year as it does not intend to fund major costly repairs on a vehicle that is in excess of 20 years old.

**Motion carried unanimously.**

### **ANNUAL ELECTION OF OFFICERS**

The following slate was recommended in November and nominated: President, Kathy Pletcher; Vice-President, Carla Buboltz; Secretary, Chris Wagner; and Financial Secretary, Vicky Van Vonderen. Additional nominations were called for three times. There were no other nominations. **Motion** by T. Nixon, seconded by T. Watermolen, to approve the following recommended slate: Kathy Pletcher as President; Carla Buboltz as Vice-President; Chris Wagner as Secretary; and Vicky Van Vonderen as Financial Secretary.

**Motion carried unanimously.**

**LIBRARY BUSINESS**

**a. Information Services Report**

RFID gates were installed at the Weyers-Hilliard and Kress Family branches. E-commerce will be installed at other locations in the coming weeks. Per Brown County Technology Services, Industry Weapon (digital signage) should be available soon.

**b. Financial Manager’s report, bills and donations.** Financials were not ready due to year-end processing.

**c. Facilities Report**

C. Beyler reported that the Central Library elevator’s hydraulic modernization was complete. The installation of the bike shelter at the Southwest Branch was finished as was the installation of the up-lighting at Weyers-Hilliard. Public Works projects (emergency light and exit lighting and second transfer switch for generator) have been bid as well as the project that will relocate the cooling tower from the old mental health building to Central. The galvanized and powder-coated steel fence surrounding the Children’s Edible Garden at Central will be finished by the end of the week.

L. Stainbrook commented that the elevator work went quickly and thanked Doug Marsh (BCPW) and C. Beyler for their efforts.

**NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** No report. It was noted the meeting was cancelled due to the weather.

**OLD BUSINESS**

K. Pletcher commented that AB288 had been amended with compromise. SB397 was also amended to match AB288. She attended the hearing to observe. The outcome for the library results in a lesser amount going forward but the original bill is not affected. While the expectation is that the bill will be passed, it is possible that it could move through the Assembly and then get held up in the Senate.

**PERSONNEL**

**a. Approve Table of Organization Change – Branch Coordinator Reclassification Motion** by T. Nixon, seconded by D. Carmichael, to approve the Table of Organization Change as indicated below:

**The Library Director recommends that the Library Board reclassify Branch coordinators to Branch Supervisors; make the position FLSA-exempt; increase the minimum work week to 40 hours; and change the direct report to the Deputy Director of Operations.** This changes results in additional costs of \$10,464.48. Since previous T.O. changes had resulted in a savings of \$6,183.98, the end result is an additional cost of \$4,280.50.

The financial impact of this change is as follows:

| Branch .<br>Coordinator                                    | Hours       | Hourly Rate | Annual Salary | Fringe   | Total Annual                                |
|--|-------------|-------------|---------------|--|---|
| <b>Current</b>   | 37.5 hrs/wk | \$22.7390   | \$44,341.05   | \$19,275.05  | \$63,616.10                                 |
| <b>Recommended</b>   | 40 hrs/wk   | \$22.7390   | \$47,297.12   | \$19,807.14  | \$67,104.26                                 |
| <b>Savings (Cost)</b>                                      |             |             |               |  | (\$3,488.16)                                |
| <b>Total for three</b>                                     |             |             |               |  | (\$10,464.48)                               |
| Savings (Cost)<br>Results from<br>previous T.O.<br>Changes | \$6,183.98  |             |               | Savings (Cost)<br>resulting from<br>recom. T.O.<br>changes | -\$6,183.98<br>=====<br><b>(\$4,280.50)</b> |

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the January 16, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on February 6, 2014 as part of the Director’s Report and attached to the meeting minutes.

**Motion carried.**

**PRESIDENT’S REPORT**

K. Pletcher, V. Van Vonderen, C. Buboltz and L. Stainbrook have organized as a personnel committee. Following their organizational meeting, it was agreed that L. Stainbrook will work with Work Rules Committee to set and reach the goal of completing a job classification plan by February 1. After review, a pay grade system/scale will be designed and brought to the Library Board at their February 20 meeting. If agreed upon, this will receive final approval at the March Library Board meeting. The last step would be to adjust compensation if deemed necessary. The Library Board’s intent is to create a program that rewards excellence to the overall organization. Library staff will have the opportunity to attend Q&A sessions regarding the job factor process including point factoring and how positions were weighted. T. Watermolen asked if there was a process to deal with employees whose work is marginal. There is a system in place as part of the library’s performance management plan.

The internal incident report form was shared and the process described. Discussion took place about increasing security and/or the hours worked. Oftentimes, the current, contracted guards don't have skills needed. Ideally, a library-trained uniformed officer would be preferred.

Relating to the search for a Deputy Director, preliminary interview questions are being conducted by the search consultant. K. Pletcher requested a copy of the questions that will be used for the onsite interview.

#### **DIRECTOR'S REPORT**

The schedule for the Deputy Director candidates includes interviews with direct reports, staff, director, Library Board President, and others. Interviews dates will be set for the last two weeks of February. The consultant has narrowed the pool of a total of 8 viable candidates.

T. Watermolen commented that he is pleased that the Library Administration views very job opening as an opportunity. He is also impressed that the percentage of self-checkouts has risen to 75%. D. Carmichael showed the PSA for 1000 B4K (1000Books Before Kindergarten) produced by WBAY.

#### **CLOSED SESSION**

Not required.

#### **APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION ON STAFF COMPENSATION**

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

#### **MEETING SUMMARY/NEXT MEETING PLANNING**

Schedule meeting with Carolyn Maricque.

#### **ADJOURNMENT**

**Motion** by T. Nixon, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:20 p.m.

**NEXT REGULAR MEETING**  
**February 20, 2014**  
**Central Library**  
**515 Pine Street, downtown Green Bay**  
**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary